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TASKS

MATERIEL FORECASTS:

Office of Logistics:

1. Prepares 'Order Pads' on which Forecasts are to be prepared.

Supply Section:

1. Distributes Order Pad forms, with instructions if necessary, to the Country Desks.

Country Desks:

1. Completes Order Pads by writing in all supply and equipment items proposed for Projects, phased over a two year term - by quarters for the first year and by half years for the second year.
2. Forwards completed Order Pads to the appropriate field office.

Field Headquarters:

1. Edits completed Order Pads for concurrence, marking those items obtainable from local or theater stocks, those to be obtained locally, and any changes recommended.
2. Returns edited Forecast to Country Desk, Headquarters.

Country Desk:

1. Reviews and forwards to [REDACTED]

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1. Reviews Forecast for nomenclature, stock numbers, suitability, availability, etc.
2. Obtains concurrences, as necessary, from JCS, Commo, Medical and appropriate staff elements.

Note: At this point former procedures are changed by a pending logistical directive - under it the former consolidations required of the Supply Section will be done by IBM machines.

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